NAVMC 11349 Training

Presented by

Keith A. Mitchell

Introduction

The purpose of this meeting is to receive the Active Duty Special Work (ADSW)/Active Duty Operational Support (ADOS) NAVMC 11349 Training.

Training Outline

- Lesson : Filling out the NAVMC 11349
  - Part I (Submitting Organization Information)
  - Types of Appropriations used with ADOS
  - Part II (Requirement Type)
  - Part III (Requirement Details)

Types of ADOS and Categories

- Active Component
  - ADOS-AC (Short tours/Op tempo Relief)
  - ADOS-ES (Exercise Support)
  - ADOS-TCA (Traditional Combatant Cmd Activities)
- Reserve Component
  - ADOS-RC (Short tours)
  - ADOS-GO (General Officer Short Tours)
  - ADOS-EP (Exercise Participation)
  - ADOS-RR (Recruiting and Retention)

Filling out the NAVMC 11349

BUDGET SUBMISSION FORM
TOTAL FORCE/ACTIVE DUTY FOR SPECIAL WORK (TF/ADSW)
NAVMC 11349 (10-97) (EF) SN: 0000-00-888-0630

For use of this form, see MCO 1001.59; proponent agency is CMC (RA)

PART I - SUBMITTING ORGANIZATION INFORMATION

1. ORGANIZATION	2. ADDRESS
3. PREPARER (RANK, NAME, BILLET)	4. PREPARER'S TELEPHONE NUMBERS COML _____ DSN _____ FAX _____

- Part I Submitting Organization Information
  - Organization's Name
  - Address
  - Preparer's Rank, Name, and Billet)
  - Preparer's Telephone Numbers

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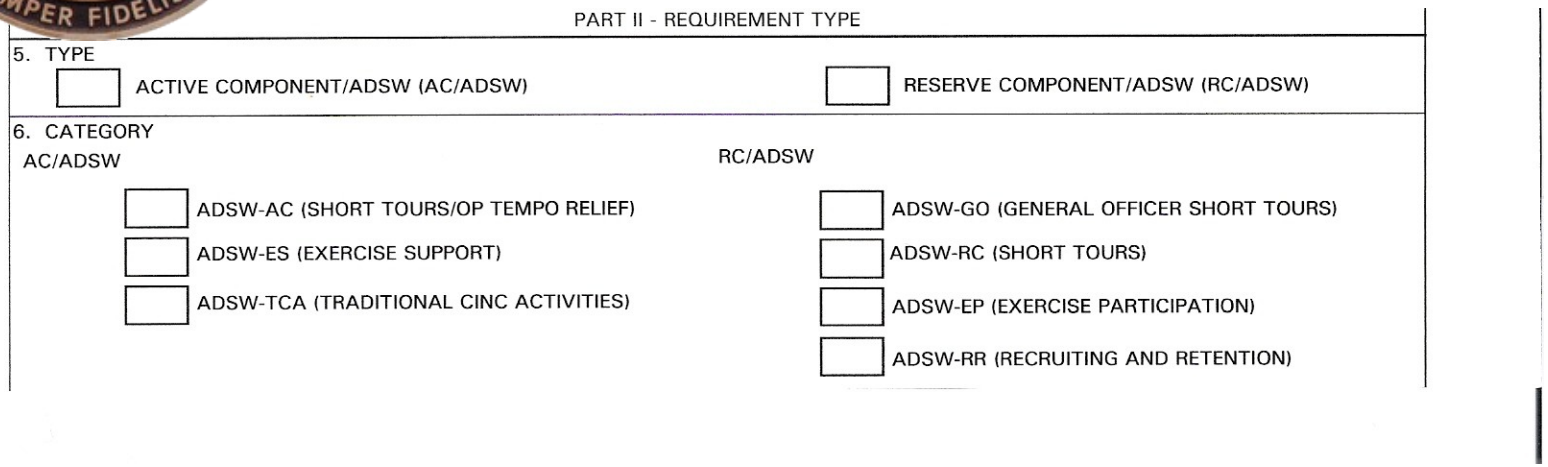


PART II - REQUIREMENT TYPE

5. TYPE

☐ ACTIVE COMPONENT/ADSW (AC/ADSW)

☐ RESERVE COMPONENT/ADSW (RC/ADSW)

6. CATEGORY

AC/ADSW

☐ ADSW-AC (SHORT TOURS/OP TEMPO RELIEF)

☐ ADSW-ES (EXERCISE SUPPORT)

☐ ADSW-TCA (TRADITIONAL CINC ACTIVITIES)

RC/ADSW

☐ ADSW-GO (GENERAL OFFICER SHORT TOURS)

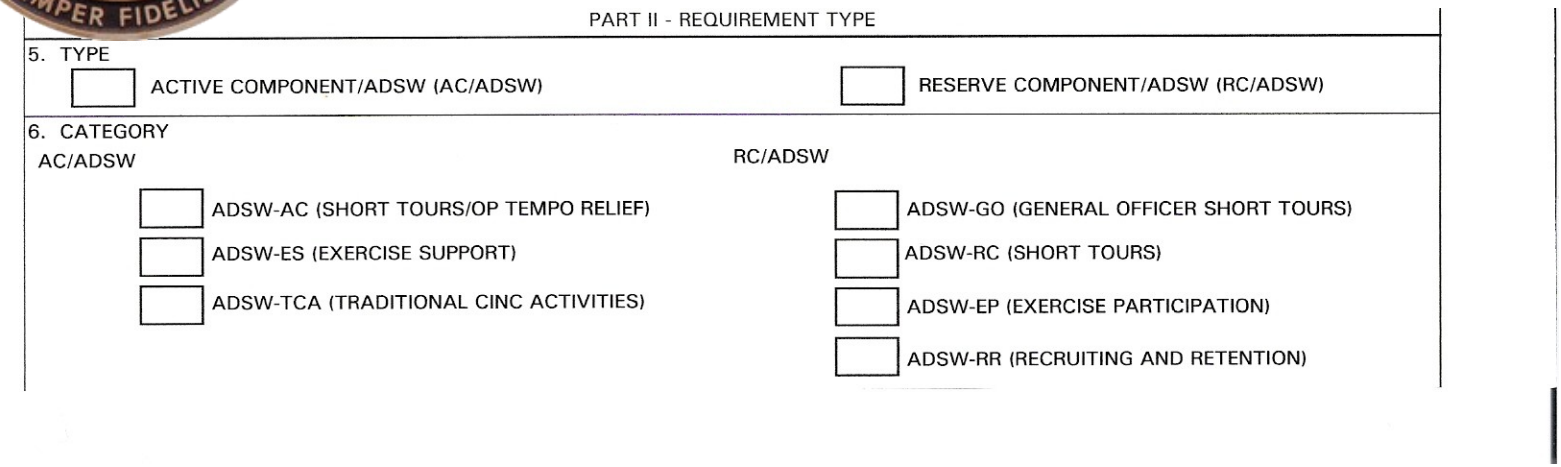
☐ ADSW-RC (SHORT TOURS)

☐ ADSW-EP (EXERCISE PARTICIPATION)

☐ ADSW-RR (RECRUITING AND RETENTION)

- Part II Requirement Type (Block #5)
  - Select Active Component
    - ✓ When requirement will support the Active Component or when Active Component will benefit the most from the requirement
  - Select Reserve Component
    - ✓ When requirement will support the Reserve Component or when Reserve Component will benefit the most from the requirement

Filling out the NAVMC 11349 Cont



PART II - REQUIREMENT TYPE

5. TYPE

☐ ACTIVE COMPONENT/ADSW (AC/ADSW) ☐ RESERVE COMPONENT/ADSW (RC/ADSW)

6. CATEGORY

AC/ADSW

☐ ADSW-AC (SHORT TOURS/OP TEMPO RELIEF)
☐ ADSW-ES (EXERCISE SUPPORT)
☐ ADSW-TCA (TRADITIONAL CINC ACTIVITIES)

RC/ADSW

☐ ADSW-GO (GENERAL OFFICER SHORT TOURS)
☐ ADSW-RC (SHORT TOURS)
☐ ADSW-EP (EXERCISE PARTICIPATION)
☐ ADSW-RR (RECRUITING AND RETENTION)

- Part II Requirement Type (Block #6)
  - If Active Component, select one category from the following: ADOS-AC, ADOS-ES, or ADOS-TCA
  - If Reserve Component, select one category from the following: ADOS-GO, ADOS-RC, ADOS-EP, or ADOS-RR

Filling out the NAVMC 11349

- Part III Requirement Details

PART III - REQUIREMENT DETAILS

7. REQUIREMENT DESCRIPTION (NAME OF SPECIAL PROJECT OR EXERCISE)	8. PRIORITY

9. PERSONNEL AND MANDAY REQUIREMENTS: OFFICER:

RANK	QUANTITY	MANDAYS	PER DIEM RATE	PER DIEM COST	TRAVEL COST	P/A COST	TOTAL COST

9A. PERSONNEL AND MANDAY REQUIREMENTS: ENLISTED:

RANK	QUANTITY	MANDAYS	PER DIEM RATE	PER DIEM COST	TRAVEL COST	P/A COST	TOTAL COST

10. TOTAL NUMBER OFFICER
11. TOTAL NUMBER ENLISTED
12. TOTAL MANDAYS OFFICER
13. TOTAL MANDAYS ENLISTED
14. TOTAL MANDAYS
15. TOTAL MANDAYS (PER DIEM)
16. TOTAL PER DIEM COST
17. TOTAL P/A COST OFFICER
18. TOTAL P/A COST ENLISTED
19. TOTAL REQUIREMENT COST

DESIGNED USING FORMFLOW 2.15, HQMC/ARAE, MAR 98

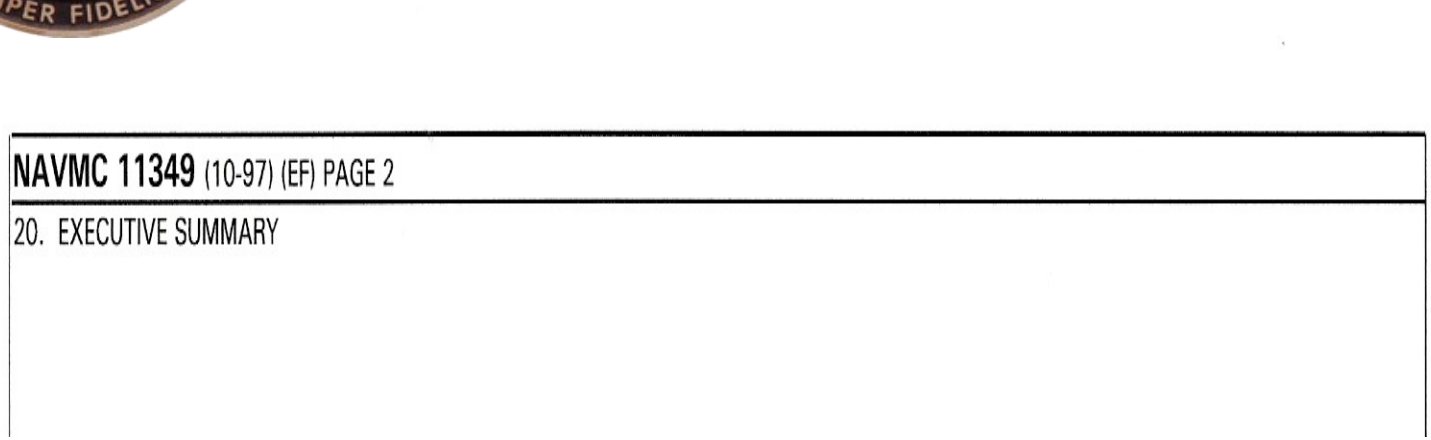
Filling out the NAVMC 11349 Cont.

- Part III Requirement Details
  - Block#7 Requirement Description
    - ✓ Name of Billet, Special Project, or Exercise
  - Block#8 Priority
    - ✓ Command or Branch’s priority
  - Block#9 Personnel & Manday Requirements
    - ✓ One Marine per line
  - Block#10 Total Number of Officers
  - Block#11 Total Number of Enlisted
  - Block#12 Total Number of Mandays Officers
  - Block#13 Total Number of Mandays Enlisted
  - Block#14 Total Number of Mandays of Both Officers and Enlisted

Filling out the NAVMC 1184 Cont.

- Part III Requirement Details
  - Block#15 Total Mandays for Per Diem for both Officer and Enlisted
    - ✓ Marine on active duty for 181days or more will not rate Per Diem
  - Block#16 Total Per Diem/Travel Cost for both Officer and Enlisted
  - Block#17 Total Pay & Allowance Cost for Officer
  - Block#18 Total Pay & Allowance Cost for Enlisted
  - Block#19 Total Requirement Cost
    - ✓ Total Per Diem and Pay & Allowances

Filling out the NAVMC 11349 Cont.



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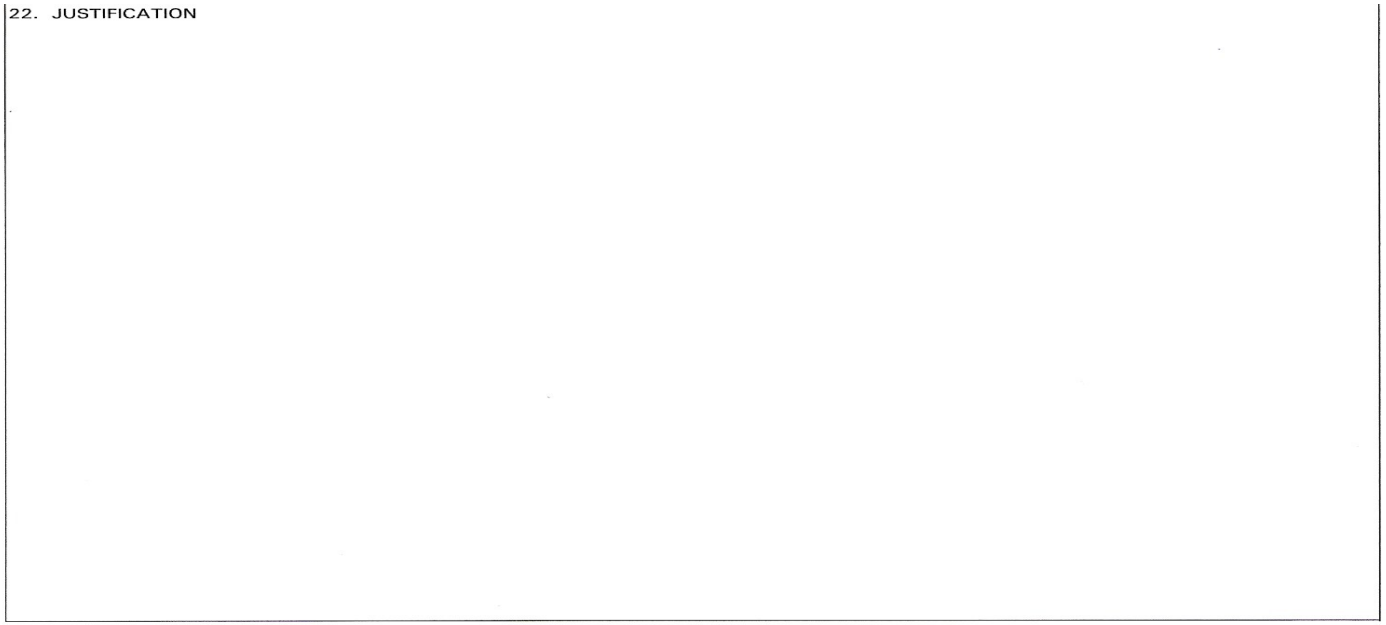
20. EXECUTIVE SUMMARY

- Part III Requirement Details
  - Block#20 Executive Summary
    - ✓ Provide synopsis of the Operational Impact and Justification for the requirement

Filling out the NAVMC 11349 Cont

- Part III Requirement Details
  - Block#21 Operational Impact
    - ✓ Provide a brief outlook of how your command would be effected if this requirement went unfunded

Filling out the NAVMC 1184 Continued


22. JUSTIFICATION

- Part III Requirement Details
  - Block#22 Justification
    - ✓ Provide brief description of the tasks, duties, and/or special project.
    - ✓ Exercise requirements will provide description of duties to be performed as they relate to the exercise and provide insight to the purpose preparing this form

Filling out the NAVMC 11349 Cont.

Submit your completed form through the via the Chain of Command to CMC (RAM-7) at the following address:

Commandant of the Marine Corps (RAM-7)
Headquarters, U. S. Marine Corps
2 Navy Annex
Washington, DC 20380-1775
Attn: TF/ADSW Program Manager

23. PREPARER'S SIGNATURE	24. DATE	25. COMMANDER'S VERIFICATION (Name, Grade, and Signature	26. DATE
		I CERTIFY THAT I HAVE REVIEWED THIS REQUIREMENT AND THAT IT IS VALID.	

- Part III Requirement Details
  - Block#23 Preparer's Signature
  - Block#24 Date
  - Block#25 Commander's Verification
    - ✓ Commander will sign NAVMC 11349 forms or have someone with "By Direction" authority to sign
  - Block#26 Date

Regulations

- MCO 1001.59 *Active Duty Special Work (ADSW) in Support the Total Force*
- DOD Instruction Number 1215.06 *Uniform Reserve, Training, and Retirement Categories*
- MCO 5710.6A *USMC Security Cooperation (Formerly Policy For Marine Corps International Relations (MCIR) Program)*

POCs for ADOS

- Keith Mitchell, GS12, ADOS Program Manager, (703) 784-9141
- Maj Tim Springer, POM/ADOS Officer, (703) 784-9141
- Amy Romero, GS12, ADOS Medical Hold, (703) 784-9141
- LtCol Rickie Childs, RAC Branch Head, (703) 784-9141